

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Sole Source Procurement for Hach manufactured instruments, accessories and chemical reagents, with Hach Company, Loveland, CO

**DEPARTMENT:** Administrative Services

**DIVISION:** Purchasing and Contracts

**AUTHORIZED BY:** Frank Raymond

**CONTACT:** Gladys Morrozos

**EXT:** 7110

**MOTION/RECOMMENDATION:**

Approve Sole Source Procurement for Hach manufactured instruments, accessories and chemical reagents, and authorize the issuance of Purchase Orders, with Hach Company.

County-wide

Ray Hooper

---

**BACKGROUND:**

On August 10, 2004, the BCC approved Hach Company as a Sole Source provider of their own manufactured instruments, accessories and chemical reagents, to perform calibrations on field and laboratory equipment as required by Florida Department of Environmental Protection (FDEP), in accordance with the Manufacturer's specification every six (6) months. Environmental Services utilizes Hach manufactured instruments, accessories and chemical reagents, in the Water and Wastewater Division. Over the past several years, Water and Wastewater Division have replaced and standardized Hach units as the most reliable and durable. Hach factory trained service personnel are the only people authorized to perform repairs or calibrations on equipment purchased from them.

Supporting documentation includes the completed sole source form and letter dated February 12, 2009 from Hach Company that supports sole source.

**STAFF RECOMMENDATION:**

Staff recommends that the Board approve Sole Source Procurement for Hach manufactured instruments, accessories and chemical reagents, and authorize the issuance of Purchase Orders, with Hach Company.

**ATTACHMENTS:**

1. sole source form
2. sole source letter from Hach

**Additionally Reviewed By:**

☒ County Attorney Review ( Ann Colby )

**SEMINOLE COUNTY - PURCHASING AND CONTRACTS DIVISION**

☐ SINGLE SOURCE

☒ SOLE SOURCE

☐ PROPRIETARY SOURCE

Date Requested: 4-15-09

JDE No.: \_\_\_\_\_

Requestor: Jack Cheney Telephone/Ext.: 2840 Department/Division: Env. Svcs/Water & Services

Description of Products/Services: Service, repair and calibration of Field and Laboratory equipment and procurement of required reagents for field, laboratory and on-line equipment

Make \_\_\_\_\_ Manufacturer HACH Model# see attached documentation  
Support justification (Please attach additional information as appropriate): Florida Dept. of Environmental protection requires that field and laboratory equipment be calibrated in accordance with the Manufacturer's specifications (every 6 months).

In addition to the equipment, HACH is its own manufacturer of any and all reagents that are required to complete the FDEP and the DOH testing using their equipment. This sole source will cover field and factory repairs that need to be conducted, and all reagents needed. This will cover the Water and Wastewater sections of Environmental Services.

Proposed Vendor: HACH 100 Dayton Ave. Ames IA 500010

Phone# 1-800-227-4224 x2105 (Dave McMeans)

Other Companies contacted: (Attach documentation of each firm contacted)

**Compliance:**

Does the requirement comply with the definition of sole/proprietary source as described in Section 220.4? ☒ Yes ☐ No

Is this commodity or service of a "unique nature" that would support a "Single Source" justification? ☒ Yes ☐ No  
If you answer "YES", please explain in details.

**Necessary:** Is this commodity or service necessary to accomplish the County's task or mission? ☒ Yes ☐ No

**Unique:** Is this commodity or service, or some necessary features, unique to this source? ☒ Yes ☐ No

**Compliance with Bid Tampering (F.S. 838.22) is acknowledged by signatures below:**

Requesting Division Manager's Signature: [Signature] Date: 6/3/09

Requesting Department Director's Signature: [Signature] Date: 6/3/09

**Purchasing and Contracts Division Determination:**

Analyst ☐ Approval ☐ Disapproval Date: \_\_\_\_\_  
Supervisor/Manager ☐ Approval ☐ Disapproval Date: \_\_\_\_\_

Description Posted (at least 7 business days): From \_\_\_\_\_ to \_\_\_\_\_  
Determination Posted (at least 3 business days): From \_\_\_\_\_ to \_\_\_\_\_  
BCC Date, if applicable: \_\_\_\_\_

Comments: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_ Amount of Purchase: \$ \_\_\_\_\_



Feb. 12, 2009

Attn: Seminole County Environmental Services  
P.O. Box 8080  
Sanford, Florida 32772

**RE: SOLE SOURCE LETTER** – This letter is to advise that Hach Company Brand for Laboratory and Field instrumentation, maintenance parts, replacement parts, reagents, testing chemistries, probes, SIRR Programs, Instrument Service Programs and all items in the Hach Company Catalog. **Ref:** Hach Brand Products... Brands to include, but not exclusive to: Hach Company, Hach – Lange, Pacific Scientific, ETS, Astro, American Sigma, GLI, Hydrolab, Lachat, Polymetron, Radiometer, Marsh McBirney.

The Hach Company is a direct seller of its own manufactured instruments, accessories and chemical reagents. We take great effort to provide our customers with outstanding value in the quality of products and services that we provide at very competitive prices. All products are designed to be reliable, durable, and easy to operate. Our goal is to provide instruments that give accurate readings with minimum maintenance requirements. We have not priced our products for multi-level distribution channels, in order to more effectively serve our loyal customers.

The Hach Company Instrument Service Representatives are highly trained professionals that have thorough, in-depth knowledge of the workings of each manufactured instrument. Our factory trained service personnel are the only people authorized to perform Hach Company Instrument Service, repairs, start up services or maintenance on Hach Brand instruments. Because of the many different types of analyzers, we do not recognize or authorize any other service organizations to perform repairs, or recalibrations on these analyzers. Hach Company maintains the highest standards for quality assurance and NIST traceable test and calibration equipment. *Note:* Unauthorized repairs will result in voiding the instrument's warranty. We have an extensive field service organization for on site service and service repair centers that can repair and return instruments efficiently and economically.

This letter additionally confirms that Hach Company has extended the 10% SIRR discount on order number 308449008. Hach Company officially changed the SIRR program discount in 2007 from 10% to a tiered discount based on the total order value (maximum of 7%). Hach Company agrees, to honor Seminole County as a loyal Hach customer, and extends the old SIRR discount rate of 10% for the order mentioned. As a result, the price for catalog number 2557000 (CL17 Total Chlorine Reagent Set) changed from \$45.09 to \$40.58 per item. The price for catalog number 2556900 (CL17 Free Chlorine Reagent Set) changed from \$42.95 to \$38.65 per item.

Thank you for being a loyal Hach Customer and your interest in Hach Company products. If I can help in any way, please call me at 1-800-227-4224. ( voicemail # 2105 )

Sincerely

David McMeans  
Regional Sales Manager Florida  
Hach Company  
1-800-227-4224 ( ext 2105 )  
Cell 970-227-2163  
Email dmcmeans@hach.com